

Old Forge School District
Employee Costs for Meals, Lodging, Travel
& Incidental Expenses (M&IE) Form

Complete any Section that applies with your travel. If the Question or Direction does not Apply in your situation, Please write "N/A" (Not Applicable).

SECTION I: GENERAL INFORMATION

1. EMPLOYEE NAME: _____
2. JOB/POSITION: _____
3. BUILDING/OFFICE/PLANT/WORK STATION: _____
4. DATE OF TRAVEL OR EXPENSE: _____
5. PLACE LEAVE/BOARDING TO TRAVEL OR EXPENSE: _____
6. PLACE OF DESTINATION OF TRAVEL/EXPENSE: _____
7. DATE RETURN TO HOME/WORK: _____
8. REASON OF YOUR TRAVEL/EXPENSE: _____

SECTION II: MEAL EXPENSE FOR REIMBURSEMENT OR PAYMENT(S). *You will need to include or attach any Bills, Receipts, Invoices or other Evidence of the Expense(s) under SECTION II.*

1. DATE OF THE APPLICABLE MEAL EXPENSE: _____.
 2. PLEASE CHECK ONE OR MORE OF THE MEAL EXPENSE(S):
 BREAKFAST LUNCH DINNER
 - 2(b). APPROXIMATE THE TIME(S) ASSOCIATED WITH THE MEAL(S):
BREAKFAST: _____ LUNCH: _____ DINNER: _____
 3. PLACE OF MEAL EXPENSE (CITY/STATE/COUNTRY/LOCATION): _____
_____.
 4. WAS THE MEAL(S) EXPENSE PAID BECAUSE YOU HAD OFFICIAL BUSINESS THAT REQUIRED YOU TO BE AWAY FROM YOUR REGIONAL HOME OFFICE, HOME LOCALITY, OR YOUR ROUTINE JOB SITE?
 YES NO
 5. WAS THE MEAL(S) EXPENSE AWAY FROM HOME AND OVERNIGHT?
 YES NO
-

6. DESCRIBE THE BUSINESS REASON FOR THE MEAL AND ENGAGEMENT IN RELATIONSHIP TO ANY discussion, meeting, negotiation, or other business transaction to generate income, to obtain some other specific business, or to benefit your organization's mission: _____

_____.

7. DID YOUR MEAL INCLUDE THE COST OF A SEMINAR, BUSINESS CONVENTION, TRADE, or PROFESSIONAL ASSOCIATION MEETING?
[] YES [] NO

7(b). IF THE ANSWER TO QUESTION #7 IS "YES", **TO GO SECTION III.**

8. DID YOU PAY THE COST OF YOUR MEAL USING YOUR MONEY?
[] YES [] NO

8(b). IF "YES", WHAT IS THE TOTAL AMOUNT OF YOUR MEAL EXPENSE, LESS TIP, WHICH YOU ARE APPLYING FOR REIMBURSEMENT?
\$ _____.

8(c). ENTER THE COST OF ANY TIP(S) ASOCIATED FROM THIS MEAL(S):
\$ _____.

9. EXCLUDING ANY EXPENSE DEFINED IN UNDER #7 (A MEAL INCLUDING IN A "SEMINAR, CONVENTION, ETC."), DID YOU RECEIVE AN STIPEND OR ANY DEBIT FROM YOUR DEPARTMENT OR FROM YOUR EMPLOYER FOR THE PURPOSE OF PURCHASING A MEAL? [] YES [] NO

9(b). IF YOUR ANSWER IS "YES", ENTER THE AMOUNT OF THE STIPEND OR DEBIT FOR THIS MEAL(S): \$ _____.

9(c). IF "YES", WHAT IS THE TOTAL AMOUNT OF YOUR MEAL EXPENSE, LESS TIP, THAT YOU ARE APPLYING FOR REIMBURSEMENT?
\$ _____.

9(d). IF "YES", ENTER THE COST OF ANY TIP(S) ASOCIATED FROM THIS MEAL(S): \$ _____.

10. VERIFICATION OF MEAL EXPENSE: AS AN EMPLOYEE USING THIS FORM, YOU WILL NEED TO ATTACH EVIDENCE CONCERNIG THE MEAL EXPENSE(S). PLEASE CHECK ONE OF THE FOLLOWING STATEMENTS REGARDING YOUR EVIDENCE WITH THIS APPLICATION FOR EXPENSE OR REIMBURSEMENT:

- a. I HAVE ALL RECEIPTS WITH THIS MEAL(S) EXPENSE(S).
- b. MY RECEIPTS WITH THIS MEAL(S) EXPENSE(S) ARE PENDING AND WILL ADD TO MY APPLICATION WHEN THE RECEIPTS ARE AVAILABLE.
- c. I HAVE NO RECEIPT OR OTHER EVIDENCE CONCERNING THE EXPENSE OF THE MEAL(S).

SECTION III. TRAVEL: *You will need to include or attach any Bills, Receipts, Invoices or other Evidence applicable to the Expense(s) under SECTION III.*

1. DATE OF THE APPLICABLE TRAVEL EXPENSE: _____.
2. DESTINATION TO TRAVEL EXPENSE (CITY/STATE/COUNTRY/LOCATION):
_____.
3. CHECK THE FOLLOWING REGARDING THE TYPE OF TRAVEL WITH THIS TIME:
 - EMPLOYEE'S OWN AUTOMOBILE.
 - RENTAL AUTOMOBILE.
 - AIR TRAVEL.
 - TRAIN TRAVEL.
4. WAS THE TRAVEL EXPENSE FOR AN AWAY FROM HOME AND OVERNIGHT STAY? YES NO
5. DESCRIBE THE BUSINESS REASON FOR YOUR TRAVEL AND/OR THE ENGAGEMENT IN RELATIONSHIP TO ANY discussion, meeting, negotiation, or other business transaction to generate income, to obtain some other specific business, or to benefit your organization's mission: _____

_____.
6. DID YOU PAY THE COST OF YOUR TRAVEL USING YOUR MONEY?
 YES NO

IF "YES", PLEASE COMPLETE #6(b), 6(c), 6(d), AND/OR 6(e), WHERE APPLICABLE:

[] 6(b). PERSONAL CAR: IF YOUR AUTOMOBILE WAS USED FOR THIS TRAVEL, PLEASE CALCULATE THE BUSINESS MILEAGE EXPENSE USE OF YOUR TRAVEL BY USING THE FOLLOWING EXPENSE FORMULA:

- | | | |
|--|---|--------------|
| i) Total Mileage To Your Designation: | | i) _____ |
| ii) LESS: Any Commuting* Mileage Between Your Residence to Your Office): | - | ii) _____ |
| iii) Total Mileage Return To Your Residence: | | iii) _____ |
| iv) LESS: Any Commuting* Mileage Returning from Your Office back to Your Residence after Travel: | - | iv) _____ |
| v) Compute Net Mileage: (i-ii+iii-iv): | | v) _____ |
| vi) Multiple (v) <i>TIMES</i> .58 THIS IS YOUR BUSINESS MILEAGE EXPENSE ON THIS TRIP (v X .58): | | vi) \$ _____ |

*Commute is the Mileage between Your Residence to Your Office or Regular Work Site (and vice versa).

[] 6(c) CAR POOLING: IF YOU DROVE YOUR OWN CAR, BUT SHARED THE EXPENSE OF DRIVING WITH A COLLEAGUE, PLEASE COMPLETE THE FOLLOWING:

- i) Name of Colleague: _____.
- ii) Percentage of the Expense included on Line 6(b) (vi) between You and your Colleague (ex., If your Colleague(s) paid 60% of the Expense, compute your Cost by *multiply* Line 6(b) (vi) by .60): **-\$** _____.

[] 6(d) RENTAL CAR: IF YOU RENTED A CAR FOR BUSINESS AND ARE APPLYING FOR REIMBURSEMENT OF THE EXPENSE, ENTER THE TOTAL COST OF THE RENTAL CAR EXPENSE (Please attach or include a dated receipt, bill or invoice of the purchase of the Rental Car): \$ _____.

[] 6(e) AIR AND/OR RAIL TRAVEL: IF YOU ARRANGED FOR AIR/RAIL TRAVEL FOR YOUR BUSINESS TRIP AND ARE APPLYING FOR REIMBURSEMENT OF THE EXPENSE, ENTER THE TOTAL COST OF THE AIRFARE EXPENSE (Please attach or include the dated and itinerary receipt, bill or invoice of the purchase of the Air/Rail fare expense):
\$ _____.

7. IF YOU PAID THE COSTS OF TOLLS, BRIDGES AND/OR FEES FOR TURNPIKE/HIGHWAYS/FREEWAYS/FERRY BOAT FOR THE PURPOSE OF THIS BUSINESS TRAVEL AND YOU PAID ANY/ALL OF THESE EXPENSES FROM YOUR OWN MONEY AND APPLYING FOR REIMBURSEMENT OF THE EXPENSE, ENTER THE TOTAL COST OF THE RAIL EXPENSE (Please attach or include the dated receipt, bill or invoice of the purchase of these Expenses):
\$ _____.

8. IF YOU PAID THE COSTS OF RAIL OR TRAIN EXPENSES FOR THE PURPOSE OF THIS BUSINESS TRAVEL AND YOU PAID ANY/ALL OF THESE EXPENSES FROM YOUR OWN MONEY AND APPLYING FOR REIMBURSEMENT OF THE EXPENSE, ENTER THE TOTAL COST OF THE RAIL/TRAIN EXPENSE (Please attach or include the dated itinerary receipt, bill or invoice of the purchase of the Rail/Train expense): \$_____.

SECTION IV. INCIDENTALS: *If You paid for Incidental Expenses not including in your applied Reimbursements in Sections I, II or III, please complete any applicable Expenses that you paid from your own personal expenses through this associated travel (attach any receipts, if applicable):*

9(a). Hotel Computer/Internet Fees: \$ _____
9(b). Cleaning Fees: \$ _____
9(c). Concierge Services: \$ _____
9(d). Tips for Porters/Baggage Handlers/Bellhops/Hotel Maids: \$ _____

Official Business Only

Date Paid:

Total Amount Reimbursement with this Travel:

Application Audit & Authorization: